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SUPPLY DIVISION WEEKLY REPORT  
PERIOD ENDING 22 February 1983

I. Progress Report on Tasks Assigned by the DCI/DDCI:

Negative.

II. Items or Events of Major Interest that have Occurred  
During the Preceding Week:

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B. Placing Materiel in Stock: In an effort to facilitate placing materiel in stock at  Supply Management Branch will annotate the replenishment requisition with applicable warehouse locations at the time of preparation. This will enable the store-keeper to expeditiously store the materiel. This procedure is currently in the evaluation stage and it should take 2-3 months to ascertain its value.

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SUBJECT: Supply Division Weekly Report - Period Ending  
22 February 1983

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An Office of Communications representative confirmed unofficially that the Form 2220C will be discontinued later this year and replaced by plain white bond paper. The SD Forms Analyst will follow up on this matter in coordination with the Records Management Division, Office of Information Services and the Office of Communications (the office of primary interest).

III. Significant Events Anticipated During the Coming Week:

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Negative.

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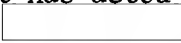
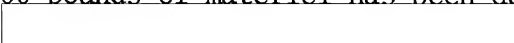
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WEEKLY REPORT

PERIOD ENDING 21 FEBRUARY 1983

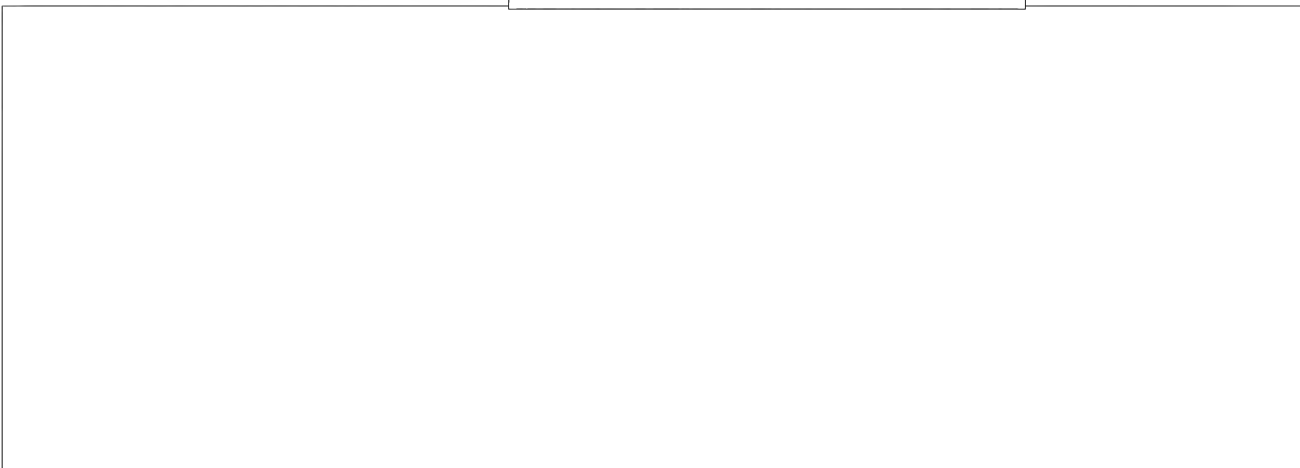
## I. Items or Events of Major Interest that have Occurred During the Preceding Week:


a. NSA Burn Facility at Fort Meade: As of February 10th 1983, the burn facility at Fort Meade, MD has been in operation for one year. The facility is operated in support of the Silver Recovery Program. During this period of time, the Depot has acted as central coordinator for collection of materiel from NPIC, DIA,  and delivery to the facility. Over the past year, a total of 632,000 pounds of materiel has been delivered to the burn facility by the Depot. 

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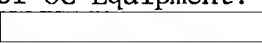



e. Preservation and Packaging Section (P&PS): At the request of Chief, Protocol Branch, Office of Personnel, six gifts presented to the DCI were premium packed for storage at the Records Center. 

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f. Unit I: The remaining 2000 square feet of space for the new OC T&I shop has been cleared of all materiel. This space will be used by OC as the staging area for supporting the T&I facilities. 

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g. Relocation of OC Equipment: Seventy-six pieces of communications equipment were relocated  for stock. This is the first of two shipments of equipment previously identified by SMB/OL & OC for relocation. 

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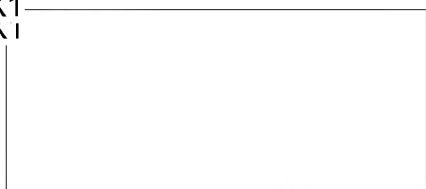
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SUBJECT: CD Weekly Report period ending 21 February 1983

h. Classification, Repair and Disposal Section (CR&DS): Thirty skids of excess communications equipment and filing cabinets were delivered to the Property Disposal Office, [REDACTED] Shipment consisted of 31 line items, value - \$195,347.00. [REDACTED]

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i. Classified Trash: A trash chute complete with a secure door and combination lock was installed in the wall of the old Receiving vault located adjacent to the Commo T&I shop. This chute will be used for the daily deposit of classified trash generated by the Depot. [REDACTED]

j. Roof Leaks [REDACTED] Three significant leaks [REDACTED] developed during the week because of the severe snowstorm. Water backed up in crevices on the roof; consequently, five Depot personnel volunteered to shovel snow from the roof to speed up the flow of water off the roof. After the snow was shoveled, the leaks stopped except for a minor one in the CR&DS area. The heavy amounts of water were attributed to extremely mild weather conditions and the unusually quick thawing of the snow. GSA personnel inspected the roof and promised to initiate repair when the weather improves. [REDACTED]

k. Forklift Training: A refresher course in forklift operation was conducted for all personnel who missed the initial running of this training program. [REDACTED]

l. Small Purchases Section: SPS received requisitions for 431 line items and processed receiving documents for 302 line items. Expenditures for this period were \$57,264.00. [REDACTED]

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CL BY \_\_\_\_\_  
 DECL \_\_\_\_\_  
 DERIVED FROM \_\_\_\_\_